



CERTIFIED PUBLIC ACCOUNTANTS &amp; BUSINESS ADVISORS

P.O. Box 1040, Helena, MT 59624  
 (406) 442-1040

James Carney	Invoice #	267582
Diocese of Helena	Date	06/24/2014
PO Box 1729		
Helena, MT 59624-1729	Client #	104754.2

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### **Diocese of Helena**

03/03/2014 Contract A&A - Planning

Meeting with Larry from the Trustee's office to discuss the financials and funds.

Frank	2.00	\$205.00	\$	410.00
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03/04/2014 Meetings & Conferences

Various phone calls with Bruce and Jim; looking for staff for the engagement.

Frank	1.00	\$205.00	205.00
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03/05/2014 Contract A&A - Planning

Received notification that we were approved by the court to provide accounting support, meeting with Jim and Laura to discuss project, phone call with Nola Patrick about her assistance.

Frank	1.50	\$205.00	307.50
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03/05/2014 Meetings & Conferences

Meeting with Jim Carney to go over procedures to start cleaning up their files for Bankruptcy.

Gittens	1.00	\$80.00	80.00
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03/06/2014 Contract A&A - Planning

Working on staffing, call with Nola Patrick.

Frank	1.00	\$205.00	205.00
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03/10/2014	Contract A&A - Planning			
	First day on-site - meeting with Nola Patrick and Jim Carney; extracting data from CYMA and FE to see when one stopped and the other started.			
	Frank	4.00	\$205.00	820.00
03/11/2014	Work Paper Performance			
	Working with data extracted.			
	Frank	1.00	\$205.00	205.00
03/12/2014	Work Paper Performance			
	Onsite - reviewing translation journal entry for COF; Discussions with Jim C, Neil H, MaryAnn G about starting database over.			
	Frank	6.00	\$205.00	1,230.00
03/13/2014	Work Paper Performance			
	COA work.			
	Frank	4.00	\$205.00	820.00
03/15/2014	Work Paper Performance			
	COA design.			
	Frank	0.25	\$205.00	51.25
03/17/2014	Supervision & Review			
	Gathering information for D&L workpapers from 2007-2011.			
	Frank	1.75	\$205.00	358.75
03/18/2014	Work Paper Performance			
	Phone call with Jim Carney.			
	Frank	0.25	\$205.00	51.25
03/21/2014	Supervision & Review			
	Online access to FE - looking at system setup			
	Frank	0.50	\$205.00	102.50
03/24/2014	Work Paper Performance			
	Working on FE Setup and account structure.			
	Frank	4.00	\$205.00	820.00
03/24/2014	Reporting			
	Memo regarding restatement including research.			
	Frank	1.25	\$205.00	256.25

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03/25/2014	Meetings & Conferences			
	Meeting with Jim Carney on account/project/grant setup.			
	Frank	1.00	\$205.00	205.00
03/27/2014	Work Paper Performance			
	Continuing work on FE setup.			
	Frank	1.75	\$205.00	358.75
03/29/2014	Work Paper Performance			
	Continuing work on FE setup.			
	Frank	4.50	\$205.00	922.50
03/30/2014	Work Paper Performance			
	Continuing work on FE setup.			
	Frank	5.00	\$205.00	1,025.00
03/31/2014	Work Paper Performance			
	Continuing work on FE setup.			
	Frank	5.00	\$205.00	1,025.00
04/01/2014	Work Paper Performance			
	Continuing work on FE setup.			
	Frank	1.75	\$205.00	358.75
04/02/2014	Work Paper Performance			
	Working on AR Import.			
	Frank	2.25	\$205.00	461.25
04/03/2014	Work Paper Performance			
	Meeting with Jim Carney, working on the D&L accounts, projects, funds, and transactions.			
	Frank	4.75	\$205.00	973.75
04/04/2014	Work Paper Performance			
	Working on FE setup.			
	Frank	2.00	\$205.00	410.00
04/07/2014	Work Paper Performance			
	FE Setup.			
	Frank	4.25	\$205.00	871.25
04/08/2014	Work Paper Performance			
	FE support.			
	Frank	5.50	\$205.00	1,127.50

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04/09/2014	Work Paper Performance FE work.	Frank	7.50	\$205.00	1,537.50
04/10/2014	Work Paper Performance Meeting with Jim Carney.	Frank	1.00	\$205.00	205.00
04/12/2014	Trial Balance Setup Pulling audited June 2011 amounts to new accounts in FE program.	Gittens	4.00	\$80.00	320.00
04/14/2014	Trial Balance Setup Setting up accounts for trial balance.	Gittens	4.00	\$80.00	320.00
04/14/2014	Work Paper Performance Working on the AP Setup.	Frank	6.00	\$205.00	1,230.00
04/15/2014	Work Paper Performance Working on D&L file.	Frank	1.00	\$205.00	205.00
04/17/2014	Trial Balance Setup Setting up beginning balances for 6/30/11.	Gittens	6.00	\$80.00	480.00
04/17/2014	Work Paper Performance Working on chart of accounts, importing vendors and customers and projects.	Frank	6.00	\$205.00	1,230.00
04/18/2014	Trial Balance Setup Finished up beginning balances and creating new accounts, added program codes for AP, temp, unrestricted, restricted balances.	Gittens	4.75	\$80.00	380.00
04/18/2014	Work Paper Performance FE Setup.	Frank	3.00	\$205.00	615.00

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04/21/2014	Work Paper Performance FE Setup.			
	Frank	4.00	\$205.00	820.00
04/22/2014	Work Paper Performance FE Setup.			
	Frank	3.25	\$205.00	666.25
04/23/2014	Trial Balance Setup Updating trial balance with program codes, sent to Jacki for review of BB and programs.			
	Gittens	0.25	\$80.00	20.00
04/23/2014	Work Paper Performance FE Setup.			
	Frank	2.00	\$205.00	410.00
04/24/2014	G/L & Journal Entries Setting up chart of accounts from old accounts to new accounts to start transferring G/L detail to new accounts for entry into system.			
	Gittens	1.75	\$80.00	140.00
04/24/2014	Work Paper Performance FE Setup.			
	Frank	3.00	\$205.00	615.00
04/25/2014	Trial Balance Setup Setting up Chart of accounts for VLOOKUP in Excel for July activity. Adjusting temporary restricted vs. permanently restricted codes for accounts. Entering beginning balances into new database to be able to start adding transactions.			
	Gittens	7.50	\$80.00	600.00
04/25/2014	Work Paper Performance FE Setup.			
	Frank	8.00	\$205.00	1,640.00

04/28/2014 Trial Balance Setup

Entering 6/30/11 beginning balances into  
Financial Edge. Error with Financial Edge,  
contacted technical support to fix (30 minutes),  
had to re-enter beginning balances (for  
permanent assets) due to system error.

Gittens	8.00	\$80.00	<u>640.00</u>
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Current Amount Due	25,735.00
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Payment in full is due upon receipt. A late payment charge of 10% per annum  
will be assessed on accounts not paid within 30 days of invoice date.

We accept online payments at <http://azworld.com/online-payment>. A 3.5% fee is applied to credit card transactions.

When you pay by check, you authorize us either to use information from your check to make a one-time  
electronic fund transfer from your account or to process the payment as a check transaction.



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### **Diocese of Helena**

#### **04/29/2014 Trial Balance Setup**

Entering beginning balances (6/30/11) into Financial Edge. Tying Assets to liabilities & net assets to make sure everything is in there. Issues with locking down beginning balances, looking into what needs to be changed to make it lock down.

Gittens	8.25	\$80.00	\$	660.00
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#### **04/29/2014 Work Paper Performance**

Working on beginning balances.

Frank	2.25	\$205.00	461.25
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#### **04/29/2014 Work Paper Performance**

Working on beginning balances.

Frank	1.25	\$205.00	256.25
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#### **04/30/2014 Trial Balance Setup**

Working on getting the beginning fund balances to tie to what they were in audited statements.

Gittens	4.50	\$80.00	360.00
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#### **04/30/2014 Work Paper Performance**

Working on beginning balances.

Frank	3.00	\$205.00	615.00
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#### **05/01/2014 Trial Balance Setup**

Getting the fund amounts to tie to audited balances, setting up off-setting accounts between restrictions, setting up VLOOKUP chart of accounts from CYMA to FE.

Gittens	7.50	\$80.00	600.00
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05/01/2014	Work Paper Performance Converting D&L information, getting rest of beginning balances in.	Frank	4.25	\$205.00	871.25
05/02/2014	Work Paper Performance Getting Fixed Assets imported and tied out.	Frank	4.25	\$205.00	871.25
05/05/2014	Trial Balance Setup Working on VLOOKUP Chart of Accounts (received comparison of department codes from prior to new departments). Entered AR Loans receivable balances by project code.	Gittens	8.50	\$80.00	680.00
05/05/2014	Work Paper Performance Working on importing data.	Frank	5.75	\$205.00	1,178.75
05/06/2014	Trial Balance Setup Setting up vlookup chart of accounts CYMA to FE.	Gittens	1.25	\$80.00	100.00
05/06/2014	Work Paper Performance Working on importing data.	Frank	3.25	\$205.00	666.25
05/07/2014	Trial Balance Setup Setting up Vlookup Chart of accounts CYMA to FE.	Gittens	7.00	\$80.00	560.00
05/07/2014	Work Paper Performance Working on importing data.	Frank	1.75	\$205.00	358.75
05/08/2014	Trial Balance Setup VLOOKUP Chart of accounts.	Gittens	1.25	\$80.00	100.00
05/09/2014	Work Paper Performance Working on the import.	Frank	2.75	\$205.00	563.75
05/13/2014	Trial Balance Setup				

Chart of accounts set-up for VLOOKUP.

		Gittens	1.00	\$80.00	80.00
05/13/2014	Work Paper Performance				
	Working on data import.				
	Frank		3.00	\$205.00	615.00
05/14/2014	Work Paper Performance				
	Working on data import.				
	Frank		2.00	\$205.00	410.00
05/15/2014	Work Paper Performance				
	Working on data import.				
	Frank		3.00	\$205.00	615.00
05/19/2014	Work Paper Performance				
	Working on data import.				
	Frank		4.50	\$205.00	922.50
05/20/2014	Work Paper Performance				
	Working on data import.				
	Frank		3.75	\$205.00	768.75
05/21/2014	Work Paper Performance				
	Working on data import.				
	Frank		2.50	\$205.00	512.50
05/22/2014	Work Paper Performance				
	Working on data import.				
	Frank		3.00	\$205.00	615.00
05/27/2014	Work Paper Performance				
	Working on data import.				
	Frank		0.50	\$205.00	102.50
05/28/2014	Work Paper Performance				
	D&L reconciliation.				
	Frank		8.00	\$205.00	1,640.00
05/29/2014	Trial Balance Setup				
	Setting up VLOOKUP accounts, adding project				
	codes.				
	Gittens		8.25	\$80.00	660.00
05/29/2014	Work Paper Performance				

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	D&L reconciliation.			
	Frank	5.50	\$205.00	1,127.50
05/30/2014	Work Paper Performance			
	D&L reconciliation.			
	Frank	3.50	\$205.00	717.50
05/31/2014	Work Paper Performance			
	D&L reconciliation.			
	Frank	0.50	\$205.00	102.50
06/02/2014	Work Paper Performance			
	Getting through DLS.			
	Frank	8.25	\$205.00	1,691.25
06/03/2014	G/L & Journal Entries			
	Tying Loan G/L balances to ending balances			
	report for Jacki.			
	Gittens	0.75	\$80.00	60.00
06/03/2014	Work Paper Performance			
	Working on data import.			
	Frank	7.50	\$205.00	1,537.50
06/04/2014	Contract A&A - Planning			
	Working on data import.			
	Frank	8.00	\$205.00	<u>1,640.00</u>
				22,720.00
			Courtesy Discount	<u>(527.30)</u>
			Current Amount Due	22,192.70

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When you pay by check, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.